

# *The Source*



News for Small, Minority, Women, and Disadvantaged Business Enterprises

Volume 8, Number 2

April - June 2003

## **Government Procurement Connections 2003: Update**

Government Procurement Connections (GPC) 2003, Houston's annual government contracting fair, is expanding to three days this year and will offer businesses more educational and networking opportunities. GPC 2003 will be held on April 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup>, 2003. Participants at GPC will have the opportunity to learn how to do business with the government; present their business to government agencies, prime contractors, and other businesses; network with government and business professionals; and meet decision-makers in face-to-face sessions.

The theme for this year's event is "Prospering Through Change...Links to Business Success." GPC 2003 is sponsored by the City of Houston, Harris County, the Metropolitan Transit Authority, the Department of Veteran Affairs – Office of Small Disadvantaged Business Utilization, the Houston Federal Executive Board, the State of Texas, the Port of Houston Authority, and the Houston Minority Business Council.

GPC 2003 kicks-off with a Golf Tournament on Monday, April 7<sup>th</sup>. For additional information on the golf tournament, please call Crystal Jackson, Tournament Chairperson, at 281.380.5774.

On Tuesday, April 8<sup>th</sup>, GPC will offer a variety of workshops at the George R. Brown Convention Center. The workshops are free of charge. Workshop topics, room locations, and times are listed on the insert page of this edition of *The Source*.

On Wednesday, April 9<sup>th</sup>, GPC 2003 will feature exhibitors' booths, an Awards Luncheon, and face-to-face sessions. The cost of admission at the door for Wednesday's events is \$60 and includes admission to the contracting fair and an Awards Luncheon ticket. Individuals can schedule appointments for the face-to-face sessions on a first come, first served basis on Wednesday morning. The speaker for the Awards Luncheon is author George Fraser. Fraser wrote the bestseller, *Success Runs In Our Race: The Complete Guide to Effective Networking in the African American Community* and has made appearances on over 250 radio and television talk shows.

GPC 2003 promises to be an exciting event that you will not want to miss. For more information, please visit GPC's web site at [www.houstongpc.org](http://www.houstongpc.org) or call 713.837.9000. Reasonable accommodation requests should be directed to 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1)

## **Women's Business Opportunity EXPO Scheduled for May**

The Women's Business Enterprise Alliance (WBEA), Duke Energy, Shell, and Chevron Texaco will be sponsoring the Women's Business Opportunity EXPO at Reliant Center at Reliant Park, on May 14-15, 2003. The theme for the event is "A World of Opportunity: Preparing WBEs for the Global Marketplace."

The Women's Business Opportunity EXPO offers women-owned businesses networking opportunities with corporations. Corporations will be prepared to discuss upcoming contracting opportunities and answer questions as to how to become an active supplier.

"There's an indescribable energy at EXPO," asserts Darcey Baron, Executive Director of the WBEA, "meaningful business relationships develop, which lead to strong business associations for WBEs."

If you would like more information about this event, you may refer to the WBEA web site [www.wbea-texas.org](http://www.wbea-texas.org), call 713.681.9232 ext. 13, or e-mail Danielle Vara at [dvara@wbea-texas.org](mailto:dvara@wbea-texas.org).

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## News Briefs



### From the Director

As I am sure you are aware, the City of Houston, like many cities, has been experiencing some fiscal challenges. I want to assure you that even though we may be facing some fiscal concerns, the Affirmative Action and Contract Compliance Office is still committed to providing you with quality services. As always, our customers are our number one priority.

This is an extremely busy and exciting time of the year for our office. Government Procurement Connections (GPC) 2003 has expanded to a three-day event and provides a tremendous amount of networking and educational opportunities for the participants. The Affirmative Action and Contract Compliance staff and our GPC co-sponsors have worked hard to make this event a success. Just a reminder: the golf tournament takes place on Monday, April 7<sup>th</sup>; there will be a full day of workshops on Tuesday, April 8<sup>th</sup>; and GPC 2003 will feature exhibit booths and the Awards luncheon on Wednesday, April 9<sup>th</sup>. Make sure to mark your calendars for GPC 2003. We look forward to seeing you there.

This is also an extremely busy and exciting time of the year for contracting opportunities in the City of Houston. This edition of *The Source* highlights where to find additional information on contracting opportunities available regarding the Arena, the Super Bowl and the Texas Department of Transportation.

John J. de León

## F & A Implements Changes in Vendor Registration and Application Process

In an ongoing effort to continue to improve customer service and reduce administrative costs, the Finance and Administration (F & A) Department made more upgrades to its web site.

The changes affect vendor registration and the vendor number application process. Rather than relying on mail and walk up traffic, F & A is making solicitation documents available online. The documents may be viewed and downloaded via Adobe Acrobat (pdf) format. Now it is possible for a vendor to register online rather than through processing paper. Access to available bids is also online. All registration requests and bid download requests are captured in a database. This database gives the vendor an "online presence" as well as provides a vehicle for future communications to the vendors on bidding opportunities and letters of clarification.

F & A prefers and encourages vendors to request a vendor number and register as a City vendor online through its internet site found at: [www.houstonpurchasing.org/registration\\_form.asp](http://www.houstonpurchasing.org/registration_form.asp).

Therefore, the vendor may use either of the following application processes:

- ◆ Online at [www.houstonpurchasing.org](http://www.houstonpurchasing.org): click on SUPPLIERS, and follow the directions. The application form and the W9 form are available here. Provide a current e-mail address. This is critical for future communications. It takes about five (5) working days to get a vendor number. During this period the vendor application is reviewed and the vendor is established as an "official vendor" in Advantage Financial. If the vendor has not received the number in five (5) days please call 713.247.1740 to get it.
- ◆ Vendors may still apply in person at City Hall for a number. At City Hall, the vendor will be directed to a dedicated PC in the Supplier Assistance area. After the application has been submitted online and processed, a vendor number will be issued to the vendor. The process will take approximately thirty (30) to forty-five (45) minutes.
- ◆ Through the expedited service a vendor may be able to secure a purchase order or secure payment. However, the vendor should still go online to complete the application. The vendor should then contact the Supplier Assistance Desk at 713.247.1740 to discuss the necessity of the expedited service and request a vendor number. Allow a reasonable amount of time to research the vendor's file.

Questions about the online process may be directed to Adi Dajani at 713.247.1706 or Esmeralda Lopez at 713.247.1744.

## Houston, Now and Tomorrow Television Program

Mayor Lee P. Brown has a new television show. It's called Houston, Now and Tomorrow, and the program segments focus on timely and interesting issues in Houston and at City Hall.

The show's format is built around a Q & A exchange between the Mayor and Kym King, Executive Director of the Mayor's Office for People with Disabilities.

"Mayor Brown is very knowledgeable and passionate about our city. It's exciting to listen to him talk about Houston", says King. "We are able to cover a lot of information in a half hour and we think it's a program that anyone interested in our city would enjoy."

Since the show premiered in December, topics have included the Mayor's home ownership initiative, downtown development, the Houston Airport System, international trade, ethics in city government, and Houston's preparedness for disaster and terrorism.

Tune into Houston, Now and Tomorrow with Mayor Lee P. Brown on the City of Houston's Municipal Channel on the following days and time:

Sundays	4:00 a.m. and 10:00 a.m. 4:00 p.m. and 10:00 p.m.
Tuesdays	12:30 a.m. and 6:30 a.m. 12:30 p.m. and 6:30 p.m.
Fridays	12:00 a.m. and 6:00 a.m. 12:00 p.m. and 6:00 p.m.

# Houston Super Bowl Host Committee's Informational Seminar on April 17<sup>th</sup> to focus on Emerging Business Program

The upcoming Super Bowl XXXVIII game will impact the City of Houston's economy in the neighborhood of 300 million dollars. While 90 percent of that money will be spent on lodging, food, beverage and entertainment, the other 10 percent of that money will be spent with local companies. The National Football League and Houston Super Bowl XXXVIII Host Committee will make every effort to ensure that a good percentage of these revenues will be spent with minority and women-owned businesses in the Houston Community.

The Super Bowl XXXVIII event presents a super opportunity for emerging businesses, including those that have never participated in an event of this magnitude. It is expected that participants will learn how to develop new contacts and relationships with NFL sponsors and affiliates in Houston, as well as have an opportunity to affiliate with national brands across the country.

The Houston Super Bowl XXXVIII Host Committee will host seminars for minority and women-owned businesses to learn more about the requirements and the process to become a vendor for this event. While the Host Committee's primary goal is to help minority and women-owned business "Get in the Game!" this is also an opportunity to empower the emerging business community far beyond the Super Bowl XXXVIII game.

On April 17<sup>th</sup>, 2003, the Houston Super Bowl Host Committee will hold an informational seminar on their Emerging Business Program. The seminar will be held in the George R. Brown Convention Center's General Assembly Auditorium from 6:00 p.m. to 8:00 p.m. The seminar is free. To find out more about the Emerging Business Program go to [www.superbowlxxxviii.org](http://www.superbowlxxxviii.org).

Listed below are examples of goods and services that may be purchased for a Super Bowl game. (Actual categories of goods and services purchased may differ.)

- |  |                                  |
|--|----------------------------------|
| • Accounting                               | • Gift & Promotional Items       |
| • Audio /Visual                            | • Golf Carts                     |
| • Advertising / Marketing Public Relations | • Glassware / Linen              |
| • Balloons                                 | • Hardware & Supplies            |
| • Barricades / Fencing                     | • Janitorial Services            |
| • Catering                                 | • Medical Services & Supplies    |
| • Computer Services                        | • Messenger / Courier Service    |
| • Construction Services & Supplies         | • Movers / Storage               |
| • Costume Design (rental and construction) | • Multimedia / Graphic Design    |
| • Decorations                              | • Office Supplies                |
| • Destination Management / Travel          | • Painters                       |
| • Electrical                               | • Photography                    |
| • Employment Agencies / Temporary Staffing | • Printing / Copying/ Laminating |
| • Equipment Rental                         | • Stage & Lighting               |
| • Event Planners                           | • Security & Safety              |
| • Event Production Services                | • Set Design / Construction      |
| • Florists                                 | • Signage / Banners              |
| • Food & Beverage                          | • Telecommunications             |
| • Furniture                                | • Tour Services                  |
| • Gift Baskets                             | • Transportation                 |

Neither the Houston Super Bowl XXXVIII Host Committee nor the NFL can guarantee any contracts. However, they do guarantee their support in a program that has worked in the past, and can work in Houston.

# Contracting Opportunities

## Houston Arena

### Operations Opportunities

The Houston Arena, scheduled to open in the fall of 2003, will be located in downtown Houston at the intersection of Polk and LaBranch Streets. The new home of the Houston Rockets and Comets will feature a 2,500-space parking garage and more than 10,000 parking spaces within just a few blocks. The venue will hold 18,500 for basketball, 17,800 for hockey and up to 19,000 for concerts. The following opportunities are available for small businesses. (Note: Most items will be bid on a rolling basis through the summer and into the fall). All contracts will be awarded between April and September 2003, subject to change.

#### Opportunity Areas and Estimated Bid Dates:

- Cleaning (May 2003) (air fresheners, cleaning supplies, event cleaning, window cleaning)
- First Aid (June 2003) (ambulance service, first aid staffing)
- Food Service Operations (July 2003) (food products, beverage products, linens, paper goods, smallwares, janitorial supplies)
- General Maintenance (July 2003) (elevator and escalator, fire equipment, HVAC, radio, roof repairs, scoreboard, vehicle, X-Ray machine)
- Landscaping (July 2003) (general maintenance)
- Locksmith (July 2003) (on-call service)
- Office Products (June 2003) (office equipment, office supplies)
- Pest Control (June 2003) (general maintenance)
- Plant Rental (July 2003) (front and back of house areas)
- Printing (July 2003) (specialty guides)
- Security (June 2003) (twenty-four hour security service)
- Solid Waste Collection (May 2003) (general service)
- Trades (July 2003) (carpentry, electrical, painting, plumbing)
- Uniforms (May 2003) (supply, cleaning)

### Equipment Opportunities

Note: Most items will be bid on a rolling basis through the summer. All contracts will be awarded between April and September 2003, subject to change.

#### Opportunity Areas and Estimated Bid Dates:

- Building Operations Equipment (May 2003) (ATM machines, back of house appliances, bike racks, bug lamps, bullhorns, decibel meter, detention equipment, digital camera, employee badges, employee lockers, employee uniforms, employee time clock, exam tables, exterior benches, file cabinets, floor runners, key machine, laundry equipment, metal detectors, pagers, point of sale equipment, rubber matting, storage racks, turn-styles, weather monitor scan, wheelchairs)
- Event Operations (April 2003) (crowd barriers, dividers/tensa barriers, folding chairs and tables, pipe and drape, portable staging, risers, spotlights, utility, linen and storage carts)
- Furniture (May 2003) (includes suites, clubs and restaurant and other hospitality areas)
- House Reduction System (April 2003) (bowl and vomitory curtains)
- Maintenance Equipment (April 2003) (air compressors, carpet/chair cleaners, extractors, fans, heavy machines/trucks, high speed buffers, linen carts, portable generators, power vacuum, pressure washers, pumps/hoses, scrubbers/sweepers, shop equipment and tools, trash management equipment, upright/backpack vacuums, utility carts, wet/dry vacuums)
- Miscellaneous/Other (May 2003) (assisted listening devices, cash drawers, cash counters, coin counters, first aid room design, ID badge/photo, safes, security lock boxes)
- Portable Food Service Carts (May 2003) (bar carts, beer carts, buffet cart, chef's table, dessert carts, hot sandwich cart, snack carts, specialty carts)
- Retail (May 2003) (fixtures/display equipment, portable carts, point of sale equipment)
- Sports Equipment (April 2003) (cover for permanent floor, homasote/ice cover, Zamboni)
- Suite Area (May 2003) (photography [development and framing])
- Team Equipment (April 2003) (ice machines, physical therapy equipment, practice area weight training equipment, projection equipment, team storage racks, X-ray equipment)

For more information, visit the Harris County - Houston Sports Authority web site at [www.hchsa.org](http://www.hchsa.org). Please direct additional questions or comments to:

*Houston Arena Opportunities*  
Two Greenway Plaza, Suite 400  
Houston, TX 77046  
(713) 627-3865 x 5832 - Phone (713) 963-7315 - Fax  
[opportunities@rocketball.com](mailto:opportunities@rocketball.com)

# Texas Department of Transportation

The Texas Department of Transportation has contracting opportunities available for small businesses. Interested contractors can view these opportunities on their web sites. The first site is the Katy Freeway web site at [www.Katyfreeway.org](http://www.Katyfreeway.org). This website contains information regarding contracting opportunities for the upcoming Katy Freeway projects. The second site is the Texas Department of Transportation's web site at [www.dot.state.tx.us](http://www.dot.state.tx.us). At the main page of the site, go to ebusiness- contractor services for information on upcoming highway construction projects. If you have any questions regarding opportunities with TxDOT, contact them at their toll free number at 866.480.2518.

Listed below are some contracting opportunities for the Katy Freeway Corridor (IH-10) project. These contracts have a 10% DBE goal. (Note: Bid dates are subject to change.) For additional information, check the web sites noted above.

## **Contract A Bids July 1** ***East of Peek Road to Harris / Ft. Bend County line***

Remove Bridges	3 EA	Fast track CRCP	45,000 SY
Portable Traffic Barrier	63,000 LF	Retaining Walls	200,000 SF
Jack & Bore	6,000 LF	Drilled Shaft (36" – 96")	25,000 LF
AC mix (Ty C)	27,000 Ton	Conc. Box Culvert	4,000 LF
Roadway Ex.	440,000 CY	RC Pipe (18" – 54")	42,000 LF
Embankment	370,000 CY	High Mast Lighting	12 EA
Lime Stab S/G	480,000 SY	New Bridges (incl.*)	4 EA
PC Treated Base	470,000 SY	*U54 beams	53,000 LF
CRCP 9"	190,000 SY	*Deck Area	560,000 SF
CRCP 15"	260,000 SY		

## **Contract B Bids May 6** ***0.73 Mi. East of Peek Road to 0.30 Mi. West of SH 6***

Remove Bridges	10 EA	Temp. Shoring	450,000 SF
Portable Traffic Barrier	51,000 LF	Retaining Walls	440,000 SF
Jack & Bore	1,100 LF	Drilled Shaft (18" – 84")	28,000 LF
AC mix (Ty C)	106,000 Ton	Conc. Box Culvert	63,000 LF
Roadway Ex.	1,010,000 CY	RC Pipe (12" – 54")	61,000 LF
Embankment	2,050,000 CY	High Mast Lighting	42 EA
Lime Stab S/G	1,420,000 SY	New Bridges (incl.*)	16 EA
PC Treat Base	1,430,000 SY	*U54 beams	33,800 LF
CRCP 9"	520,000 SY	*I beams	14,500 LF
CRCP 15"	850,000 SY	*Deck Area	520,000 SF
Fast track CRCP	15,000 SY		

## **Contract F Bids July 2** ***IH-10/610 Interchange*** ***IH-10 East of Silber to West of Washington*** ***IH-610 S. of Post Oak to N. of Old Katy Road***

Remove Bridges	15 EA	Retaining Walls	580,000 SF
Portable Traffic Barrier	81,000 LF	Drilled Shaft (24" – 108")	130,000 LF
Jack & Bore	5,300 LF	Conc. Box Culvert	9,000 LF
Roadway Ex.	780,000 CY	RC Pipe (18" – 60")	41,000 LF
Embankment	580,000 CY	High Mast Lighting	25 EA
Lime Stab S/G	490,000 SY	Large Pump Stations	2 EA
PC Treat Base	530,000 SY	New Bridges (incl.*)	23 EA
CRCP 9"	83,000 SY	*U54 beams	63,700 LF
CRCP 15"	410,000 SY	*Trap Steel Box	45,450,000 Lbs
Fast track CRCP	42,000 SY	*I beams	1900 LF
Temp. Shoring	88,000 SF	*Deck Area	1,520,000 SF



# OSHA 30-Hour Course

The Turner Construction Company, the City of Houston, and Liberty Mutual Insurance are presenting a 30-hour OSHA course. The course begins on May 1, 2003. All eight sessions will be held in the AGC Building at 3825 Dacoma, Houston, Texas 77092. The course is free.

The first seven sessions will start at 8:00 a.m. and will end at 12:00 noon. The eighth session will be held on November 20<sup>th</sup>, 2003 and will start at 8:00 a.m. and end at 10:00 a.m. Dates and topics for the sessions are listed below:

**Course #1      May 1, 2003**

- Introduction to OSHA Standards
- General Safety & Health Provisions
- OSHA Inspections and Citations
- Hazard Communication

**Course #5      August 28, 2003**

- Motorized/Mechanized Equipment
- Material Handling & Storage
- Signs, Signals & Barricades

**Course #2      May 29, 2003**

- Fall Protection
- Stairways and Ladders

**Course #6      September 25, 2003**

- Confined Space Entry
- Health Hazards in Construction
- Welding & Cutting

**Course #3      June 26, 2003**

- Electrical
- Personal Protective Equipment
- Fire Protection & Prevention

**Course #7      October 30, 2003**

- Excavations & Trenching
- Cranes – General Site Hazards

**Course #4      July 31, 2003**

- Scaffolding
- Hand Tools

**Course #8      November 20, 2003**

- Crisis Management
- Course Overview

To register for the course, please fill out the registration form in this edition of *The Source* and fax it to the number indicated on the form. If you need any additional information or have any questions regarding this course, call Roger Bowden at 713.837.9048.

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The Source for S/M/W/DBE News is published by the Mayor's Office of Affirmative Action and Contract Compliance

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# Financial Focus

## Tax Incentives for Employers

### Have you heard about:

- ◆ the Small Business Tax Credit: IRS Code Section 44, Disabled Access Credit?
- ◆ the Architectural/Transportation Tax Deduction: IRS Code Section 190, Barrier Removal?
- ◆ the Work Opportunity Tax Credit (WOTC)?

Your business may qualify for one or more of these tax incentives. If you are a small business that has recently made your business accessible to individuals with disabilities, you may be eligible for a tax credit. If you are a business that has recently made expenditures to remove certain types of barriers for people with disabilities at your place of business, you may be eligible for a tax deduction.

To find out who is eligible for these incentives and what expenditures are covered, check out the tax incentives for employers information on the U.S. Department of Labor - Office of Disability Employment Policy's web site at [www.dol.gov/odep/pubs/ek97/tax.htm](http://www.dol.gov/odep/pubs/ek97/tax.htm).

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## Are You Planning to Submit a Bid to the City of Houston?

### Bid Preparation Reminders

When submitting a bid to the City of Houston, here are a few things to remember:

1. Study advertised Notice to Bidders very carefully (a small error can cause your bid to be rejected).
2. Submit one bid proposal. It must be signed by the owner, partner or other authorized person and include a valid Bid Bond and power of attorney as required.
3. Do not qualify your bid. Qualified bids will be rejected.
4. Complete all applications forms. Acknowledge and/or include addendum to the project.
5. Bid proposals will be accepted only at the City Secretary's Office at City Hall Annex, Public Level, Room P101 and must be received no later than the time and date specified on the Notice To Bidders.

DO NOT send to Mail Room.  
DO NOT send to Department of Public Works and Engineering.  
DO NOT send to Mayor's Office.

## In Case You Missed It !

### February

**Legal Issues affecting Small Businesses - training series** – The Affirmative Action and Contract Compliance Division sponsored this three-session training series conducted by Attorney J. Goodville Pierre. The topics for the three sessions were: "Employment Law Issues"; "Contracting and Collection Issues on Government Contracts"; and "Intellectual Property: Protecting Your Business' Greatest Assets."

### March

**Contract Compliance Workshop** – On March 12, 2003, the Contract Compliance Section of the Affirmative Action and Contract Compliance Division presented a workshop on "Contract Compliance Requirements: Understanding Your Role." Topics discussed included: certified payrolls, M/W/DBE compliance, overtime/fringe benefits, related forms, and prevailing wage rates.

# Make sure you mark your calendars for:

## **Government Procurement Connections 2003**

April 8<sup>th</sup> & 9<sup>th</sup>, 2003 at the George R. Brown  
Convention Center  
Exhibit Hall D (3<sup>rd</sup> Level)  
1001 Avenida de las Americas  
Houston, TX 77010

## **How to do Business with the City of Houston**

April 29, 2003 and June 3, 2003  
1:00 p.m. to 2:30 p.m.  
Carnegie Branch Library  
1050 Quitman  
Houston, TX 77009

## **The Basics of Grant Writing**

June 18, 2003  
10:00 a.m. to 12:00 p.m.  
Julia Ideson Library  
Reception Court, 3<sup>rd</sup> floor  
500 McKinney  
Houston, TX 77002

## **Women's Business Opportunity EXPO**

May 14 & 15, 2003  
Reliant Center at Reliant Park  
For more information call 713.681.9232  
x13 or visit web site at  
[www.wbea-texas.org](http://www.wbea-texas.org)

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City of Houston  
Affirmative Action and Contract Compliance  
611 Walker, 20th Floor  
Houston, TX 77002

**Check Out The Source!**



# Immigrant and Refugee Affairs Conference and Town Hall Meeting

The City of Houston is sponsoring an Immigrant and Refugee Affairs Conference and Town Hall Meeting on Thursday, June 5<sup>th</sup>, 2003. Both events will be held at the Strake Jesuit College Preparatory at 8900 Bellaire Boulevard. The theme for the conference is "Promoting Advocacy, Opportunity, Justice, and Service."

The conference is designed to give valuable information to service providers in government agencies and community organizations that have contact with immigrants and refugees. The information should assist the service providers in delivering informed and improved services to Houston's diverse immigrant and refugee populations. Workshop topics include: Labor/Workers Rights; Education; Jobs/Employment; Small Business Development; Know Your Rights; Healthcare; Housing; and Criminal Justice.

The conference will be followed by a Town Hall Meeting where representatives from different organizations participating in the conference will have display space to provide information about the services their organizations provide to the general public. If postmarked by May 1<sup>st</sup>, 2003, the registration fee for the conference is \$30. The registration fee at the door is \$45.

For more information, please contact Benito Juarez at 713.437.6968 or Deborah Chen at 713.837.9036, or send an e-mail to [benito.juarez@cityofhouston.net](mailto:benito.juarez@cityofhouston.net)

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## Contracting Guide and Sources of Assistance Updated

The Affirmative Action and Contract Compliance Office annually produces a City *Contracting Guide* and the *Sources of Assistance*, a business resource guide. The *Contracting Guide* provides information about how to do business with the City as well as departmental contacts. The *Sources of Assistance* provides contact information on areas of interest to business owners such as certification programs, business resources, and financial resources.

Both guides were recently updated and should be available online in the latter part of April. The City's web site is [www.cityofhouston.gov](http://www.cityofhouston.gov). If you have questions about the City *Contracting Guide* or the *Sources of Assistance*, please call 713.837.9048.

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## GPC 2003 Workshops

GPC 2003 will offer a variety of workshops at the George R. Brown Convention Center on Tuesday, April 8<sup>th</sup>. The workshops are free of charge. Workshop topics, room locations, and times are listed below:

- |                          |   |
|--------------------------|---|
| 9:00 a.m. to 10:00 a.m.  | <ul style="list-style-type: none"><li>- Best Employment Practices - Room 301 (a/f)</li><li>- Maximize Your Experience with Exhibitors and Interviewers – Room 301 (b/e)</li><li>- Submitting Successful Government Bids – Room 302 (a/f) &amp; (b/e)</li><li>- Business and Contracting Opportunities (<a href="#">in Spanish</a>) – Room 302 (c/d)</li></ul>   |
| 10:15 a.m. to 11:45 a.m. | <ul style="list-style-type: none"><li>- Successful Marketing on a Shoestring Budget &amp; Developing Strategic Alliances – Room 301 (a/f)</li><li>- From A to Z: Links to Financing – Room 301 (b/e)</li><li>- Mastering the Maze – Opening Doors to Federal Government Contracting and Subcontracting – Room 302 (a/f) &amp; (b/e)</li><li>- Successful Marketing and Business Development (<a href="#">in Spanish</a>) – Room 302 (c/d)</li></ul> |
| 1:00 p.m. to 2:30 p.m.   | <ul style="list-style-type: none"><li>- Links to Non-Traditional Financing – Room 301 (a/f)</li><li>- Resources for Small Business Owners – Room 301 (b/e)</li><li>- Mastering the Maze – Opening Doors to State and Local Contracting – Room 302 (a/f) &amp; (b/e)</li></ul>   |
| 2:45 p.m. to 4:15 p.m.   | <ul style="list-style-type: none"><li>- Procurement and Business Opportunities through International Trade - Room 301 (a/f)</li><li>- Legal Issues affecting Small Business Owners – Room 301 (b/e)</li><li>- Faith-Based and Community Initiatives – Room 302 (a/f) &amp; (b/e)</li></ul>  |

For more information about the workshops, please visit GPC's web site at [www.houstongpc.org](http://www.houstongpc.org) or call 713.837.9000. Reasonable accommodation requests should be directed to 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1)

# City of Houston

611 Walker, 20th Floor, Houston, Texas 77002 713.837.9000

Affirmative Action and Contract Compliance Division

John J. de León, Director

## Upcoming Seminars

How To Do Business with  
the City of Houston

May 1 & June 5, 2003  
1:00 p.m. to 2:30 p.m.  
Carnegie Branch Library  
1050 Quitman  
Houston, TX 77009

Learn the ins and outs of doing business with the City of Houston including information on bids & proposals for purchasing, professional, construction, architectural, and engineering services.

OSHA Course #1

May 1, 2003  
8:00 a.m. to 12:00 noon  
AGC Building - 3825 Dacoma  
Houston, TX 77092

Topics to be discussed: Introduction to OSHA Standards; General Safety & Health Provisions; OSHA Inspections and Citations; and Hazard Communication.

Strategic Bid & Bid Packaging

May 15, 2003  
1:00 p.m. to 2:30 p.m.  
Carnegie Branch Library  
1050 Quitman  
Houston, TX 77009

Explore the components of a bid package for the City of Houston and discover how to successfully prepare your City bid.

OSHA Course #2

May 29, 2003  
8:00 a.m. to 12:00 noon  
AGC Building - 3825 Dacoma  
Houston, TX 77092

Topics to be discussed: Fall Protection, and Stairways and Ladders.

The Basics of Grant Writing

June 18, 2003  
10:00 a.m. to 12:00 noon  
Julia Ideson Library  
Reception Court, 3<sup>rd</sup> floor  
500 McKinney  
Houston, TX 77002

Learn the basics of grant planning, research, and writing.

OSHA Course #3

June 26, 2003  
8:00 a.m. to 12:00 noon  
AGC Building - 3825 Dacoma  
Houston, TX 77092

Topics to be discussed: Electrical; Personal Protective Equipment; and Fire Protection & Prevention.

FAX this response form to 713.837.9050 to reserve your seat today! All seminars are free of charge.

Yes, I will attend the following events:

\_\_\_ How to do Business w/COH (Date \_\_\_/\_\_\_/03)

Name \_\_\_\_\_

\_\_\_ OSHA Course #1

Company \_\_\_\_\_

\_\_\_ Strategic Bid & Bid Packaging

Address \_\_\_\_\_

\_\_\_ OSHA Course #2

City/State/Zip \_\_\_\_\_

\_\_\_ The Basics of Grant Writing

Phone \_\_\_\_\_

\_\_\_ OSHA Course #3

E-mail Address \_\_\_\_\_

Call 713.837.9000 (Relay Texas 1.800.735.2989 or 7.1.1) for more information or if you are a person with a disability and need a reasonable accommodation. We cannot ensure the availability of appropriate accommodation without prior notification.